

Ryan White Part A/MAI Program OVERVIEW OF THE NEW SITE VISIT MONITORING INSTRUMENT

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"Delivering Excellence Every Day"



What is our objective?

- To familiarize ourselves with the County, State, and Federal statutes and regulations governing the Ryan White Contract.
- To go over the Monitoring Instrument and identify “What’s new” in the 2016.
- To review the site visit process and discuss how to prepare for pre and post site visit activities.



Site Visits

- Annual requirement of funder HRSA/HAB
- Measures National Monitoring Standards instituted in 2011 and updated in 2013
 - Universal
 - Fiscal
 - Admin
- Also measures compliance to Miami Dade County Contract
- New Sections related to the Uniform Guidance
- Monitoring tool posted on miamidade.gov website



What is the Uniform Guidance?

- ▶ The Federal Office of Management and Budget's (OMB) officially implemented the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly called "**Uniform Guidance**") was in December 2014 by the Council on Financial Assistance Reform (COFAR).
- ▶ Supersede requirements from:
 - ▶ OMB Circulars A-21, A-87, A-89, A-102, A-110, A-122 and A-133
 - ▶ Guidance in Circular A-50 on Single Audit Act follow-up.
- ▶ Contain Special Requirements for Purchasing and Procurement
- ▶ HRSA has further codified the Uniform Guidance into Federal Register 45 CFR Part 75 located at www.ecrf.gov.



Site Visit Program - Timeline

- Notification of upcoming site visits sent with checklist.
- Providers should review the instrument and call with questions.
- Letter with dates and times of your site visit sent no more than 5 days in advance.
- 12-18 hour notification of half of CIS #s.



Site Visit Requirements

- Estimated time – 2-5 days on site
- Space accommodations
 - Room available with computer(s), if files are electronic
- Selected personnel records available
- Agency staff available to assist Site Visit Team
- Access to documents (electronic or hard copy)



Site Visit Overview

- Entrance Interview
- Program will be given the second half of the CIS #s
- Fiscal and HR will be given selected months and personnel for review
- Compliance Officer will meet with fiscal, program, and administrative staff to conduct Sections 4, 7 through 20
- OMB Contract Officer will conduct Sections 5 (Billing Practices) and Section 6 (Client Eligibility)
- For larger providers, OMB Fiscal Officers will also attend
- Exit Interview



Site Visit Program - Checklist

- Checklist sent with 90-day notification letter
- Provider sends electronic documents by deadline
- OMB-GC/RW performs preliminary reviews in office
- Collect remaining documents during site-visit
- Minimizes time on-site



Review of Documents

▶ Minimum Review of:

- ▶ Accounting systems
- ▶ Income and Expense Reports
- ▶ Written Financial Policies and Procedures
 - ▶ Billing, collection, purchasing, and procurement
- ▶ Accounts Payable and Receivable systems and policies
- ▶ Spreadsheets/cost tracking mechanisms
- ▶ Payroll records – including Time & Effort documentation
- ▶ Hard-copy expenditure data
- ▶ Payroll records
- ▶ Billing records
- ▶ Client Satisfaction
- ▶ Filing system (security)
- ▶ Petty Cash records, procedures, and disbursements
- ▶ Internal controls for segregation of duties
- ▶ Allowable and unallowable costs
- ▶ Payer of last resort
- ▶ Third party billing
- ▶ Personnel Policies
- ▶ Single Audit
- ▶ And any other documents as related to Ryan White program



Review of 2016 Comprehensive Monitoring Instrument

- Section I: Subrecipient Information
- Section II: Contract Information
- Section III: Logistics of Monitoring Visit
- Section IV: Building Maintenance, Accessibility, and Risk Management
- Section V: Billing Practices
- Section VI: Client Eligibility
- Section VII: Operating Policies
- Client Participation in Subrecipient's Operations
- Section IX: Board of Directors' Activities
- Section X: Culturally and Linguistically Appropriate Service Standards
- Section XI: Personnel Policies and Procedures
- Section XII: Fiscal Management
- Section XIII: Payroll Records
- Section XIV: Payroll Tax Records and Payment of Fringe Benefits
- Section XV: Protection of Records
- Section XVI: Protection of Property
- Section XVII: Subcontracts Related to the Provision of Ryan White Program-Funded Services
- Section XVIII: Licenses and Accreditations
- Section XIX: Insurance Coverage
- Section XX: Program Reporting
- Section XXI: Quality Management and Continuous Quality Improvement



Post Site Visit Deliverables


- Site Visit Report – Delivered 6-8 weeks following visit
- Corrective Action Report, if necessary - Agency due 30 days upon receipt of Site Visit Report
- Compliance with Findings: 30-60 days after receipt of Site Visit Report.
Reimbursements due 30 days after Report



Questions?



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